

## AMS CHANGE REQUEST COVER SHEET

**Change Request Number:** 13-17

**Date Received:** 11/20/12

**Title:** Small Business Set-Aside Coordination Process Flowchart - Update

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**Initiator Name:** Tim Eckert

**Organization Name and Routing Symbol:** Procurement Policy Branch, AAP-110

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**Policy OR Guidance:** Guidance

**Affected Section/Text Location:** Procurement Templates & Samples

**Summary of Change:** Administrative Changes: (1) Changed 2 references to “Local Small Business Development Staff” from “ACQ-21” (2) Arrow in flowchart straightened out, (3) Extra blank page in document removed, and (4) Documentation added under “Coordinate with Local SB Development Staff if not awarded to 8(a) VSB or Required Source” consistent with AMS.

**Reason for Change:** Administrative Changes

**Development, Review, and Concurrence:** AJA-8

**Target Audience:** All FAA contracting personnel workforce

**Potential Links in FAST for the Change:** <http://fast.faa.gov/Procurement> ToolboxTemplates.cfm

**Other Documents that may be Affected:** None.

**Attachments:** Revised flowchart

**Briefing Planned:** No.

**ASAG Responsibilities:** None.